



**NATIONAL FERTILIZERS LIMITED**  
**(A Government of India Undertaking)**  
**(CIN : L74899DLI974GOI007417)**  
**A-11, Sector-24, Noida,**  
**District Gautam Budh Nagar, Uttar Pradesh - 201301.**  
**Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397**

**Advertisement No.: 04 (NFL)/ 2024**

**Dated: 12/07/2024**

**Recruitment of Officer (Company Secretariat) in NFL-2024**

National Fertilizers Limited (NFL) is a Navratna, premier profit-making Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs with a vision of being a leading Indian company in fertilizers and beyond, with commitment to all stakeholders. NFL is looking for qualified, dynamic and result oriented experienced professionals with initiative for manning the following positions on regular basis for its various Units/Offices/Joint Ventures:-

**A. VACANCY POSITION (Table- 01)**

Post Code	Post Name and Pay Scale (2017 IDA based)	Approx Offered CTC (₹ in Lakh Per Annum)	Total Vacancies	Category Wise Vacancies							Post Identified Suitable for PwBD Categories
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000034	Officer (Company Secretariat)  E-1	₹12.99	01	01	-	-	-	-	01 (Cat C) (Backlog)	-	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy IV. MD Involving Above

**1. Abbreviations:**

'UR' = Unreserved; 'SC' = Scheduled Caste; 'ST' = Scheduled Tribe; 'OBC (NCL)' = Other Backward Classes (Non-Creamy Layer); 'EWS' = Economically Weaker Section; 'ExSM' = Ex Serviceman; 'PwBD' = Divyangjan or Persons with Benchmark Disabilities; B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, 'Cat'=Category, 'IDA'=Industrial Dearness Allowance; '

2. The number of vacancies are tentative and may increase or decrease at the absolute discretion of NFL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies,

including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. **Accordingly, SC/ST/OBC/EWS/PwBD/ExSM category candidates are encouraged to apply. Further, NFL also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill any or all of the above positions.**

### 3. Details of PwBD Category

Category A – Blindness and Low Vision.

Category B – Deaf and Hard of Hearing.

Category C – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

Category D – Autism, intellectual disability, specific learning disability and mental illness.

Category E – Multiple disabilities from amongst persons under clauses (a) to (d) including deaf –blindness.

4. PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC (NCL/EWS vacancies).

5. The PwBD categories identified for above posts are as per Gazette Notification dated 07.01.2021 issued by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)], Govt of India. Please refer to Clause No. F.8 of this advertisement in this regard also.

6. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation pending in any court. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.

7. Backlog vacancy reserved for PwBD (if any) as mentioned in column (x) of table-01 shall be filled up out of the candidates with the same Benchmark Disability as mentioned in the column (x) of table-01. In case suitable candidates with that Benchmark Disability are not available, it may be filled by interchange among the other categories of Benchmark Disabilities identified suitable for the post as mentioned in column (xii) of the Table – 01. In case of non-availability of suitable candidates with any of the Benchmark Disability identified suitable for the post then the backlog vacancy reserved for PwBD shall be filled up by the persons other than the persons with Benchmark Disability. Accordingly, candidates other than PwBD category may also apply against the backlog vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging to PwBD category.

## B. PAY/ PERKS & PLACEMENT

### 1. PAY & PERKS

NFL offers one of the best pay packages in the Fertilizer industry. Following are the Pay Scales which are being offered by NFL (**Table 02**):

Sl.No.	Pay Scale Code	Pay Scale (2017 IDA based)	Post
01	E-1	₹40000-140000	Officer (Company Secretariat)

Selected candidates will be placed at the minimum Basic Pay in Pay Scale. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation, wherever available and will also be entitled for other perquisites & allowances / benefits such as Leave, Medical Facilities, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc., as & when applicable and as per NFL rules in force from time to time. **Non-Practicing Allowance (NPA) @ 20% of Basic Pay** shall also be payable to Medical Officer in addition to above as per Company rules in force from time to time.

### 2. APPOINTMENT AND PLACEMENT

The candidate should have sound health. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon of any Central/State Government Hospitals. The appointment will be provisional and subject to verification of Character & Antecedents and Caste /PwBD Certificate from the concerned District Authorities/Competent Authorities. **Selected candidates can be posted at any Units/Offices of NFL or its Joint Ventures across India at any point of time at the discretion of the Management.**

## C. MINIMUM ELIGIBILITY CRITERIA AS ON CUT OFF DATE

*The columns (i -iv) mentioned in the table under this clause be read with Clause Nos. C.1 - C.5 mentioned subsequently. (Table- 03)*

Name of Post	Age Limit	Minimum Educational Qualification	Post Qualification inline executive Work Experience
(i)	(ii)	(iii)	(iv)
Officer (Company Secretariat)	Minimum - 18 years Maximum - 30 years	Should have passed the final examination of the Institute of the Company Secretaries of India (ICSI) and member of ICSI. Preference will be given to candidates having graduate degree in Law.	Minimum 01 year post qualification professional experience as on cut-off date in a Secretariat Department of a Central/ State Govt./ CPSE/ SPSE/ Public Limited Company.

#### 1. CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification inline executive work experience in the relevant Pay Scale/ CTC shall be **30/06/2024** and will remain unchanged irrespective of any reason whatsoever.

#### 2. AGE LIMIT (Column ii)

Maximum age mentioned on the above table is for 'UR' category. Relaxations to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. F.12 - F.16 of this advertisement.

#### 3. EDUCATIONAL QUALIFICATION (Column-iii)

- No claim of possession of equivalent educational qualification(s) other than advertised educational qualification for a post would be entertained and decision of NFL in this regard would be final and binding.
- Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years and irrespective of the weightage given to any particular semester/year by the Institute/University.
- Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall invariably produce a bonafide copy of the conversion norms/formula with respect to his/her University/Institute along with the application form and at the time of Interview.
- Candidates appearing in the final year/ semester of the minimum essential qualification as mentioned in column iii of table- 03 above and their result are awaited as on cutoff date are not eligible to apply.
- Computer Literacy is desirables for all candidates.

#### 4. WORK EXPERIENCE (Columns iv)

- Work Experience should be after acquiring relevant educational qualification and should be in-line executive experience.
- Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she has been regularized in the same Company.
- Apprenticeship training under Apprentices Act, 1961, would not be counted as post - qualification inline executive work experience.
- Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview failing which his/ her candidature will not be considered and he/she will not be allowed to appear in the interview.
- Experience of candidates working on contract basis through empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.
- Candidates must be working as on cutoff date in the relevant domain/ field as mentioned in the column (iv) of the table-03 on a requisite Pay Scale/ minimum CTC as mentioned in clause C.5 below.**

#### 5. PAY SCALES / EQUIVALENT CTC

In addition to possessing minimum numbers of years of post-qualification in-line executive work experience as on cut-off date of reckoning eligibility criteria, candidates should also satisfy the following condition:

- Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings should have worked for minimum one year (for E1 Level post) and two years (for E-2 and above level post) in one level

below pay scale or should be presently working in same scale or higher pay scale on the cut-off date. For next below pay scale in which experience of 01/02 years is required, please refer **Annexure-I**.

- II. Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with NFL's given Pay Scales, should have requisite experience at a minimum CTC as detailed below (**Table-04**):

Level/post for which Candidate is applying	Minimum required CTC (₹ in Lakhs per annum)	Minimum years of inline Experience required at the minimum required CTC as mentioned in column ii as on cutoff date
(i)	(ii)	(iii)
Officer (Company Secretariat)	₹ 7.11	01 Year

**Candidates must also be working on the cutoff date at a minimum CTC as mentioned in column (ii) of above table-04 in the relevant domain/ field as mentioned in the column (iv) of the table -03.**

- III. It should be noted that **no claim of possession of equivalent Pay Scale** other than advertised Pay Scale for a post **would be entertained**.

#### **D. NON-REFUNDABLE APPLICATION FEE**

General, OBC and EWS category candidates are required to pay Non - refundable application fee plus applicable bank charges (if any) through online transfer mode at the time of submission of online application form, as detailed below (**Table-05**):

Sl. No.	Pay Scale Code	Post Name	Amount (in ₹)
1 .	E-1	Officer (Company Secretariat)	₹700/-

No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD/ExSM/Departmental category candidates are not required to pay any application fee. It may also be noted that NFL does not seek any other charges/fees except the above mentioned application fee.

#### **E. PROCEDURE**

##### **a. HOW TO APPLY**

1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.
2. Eligible and interested candidates are required to apply online from 12/07/2024 upto 01/08/2024 upto 23:59:59 on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Officer (Company Secretariat) in NFL-2024. No other mode of application including manual/paper shall be accepted / entertained.
3. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before submission of application fee or final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.
4. Incomplete online Applications shall be summarily rejected.
5. Candidates must possess Valid E-Mail ID which should remain valid for at least one & a half year.
6. Following five steps are involved in the application process:

##### **STEP-I: Candidate Registration-**

Candidate who has already created his/her account in NFL's recruitment portal need not to create his/ her account again. He/ She can simply login in the portal using his/her login credentials to fill the application form.

Candidate who has not registered in the NFL's recruitment portal has to create an account by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember UserID (Email ID) and password for future reference/use.

**STEP-II: Filling Up Candidate's Details in the application form-**

Candidate has to login into the recruitment portal with the registered Email ID/ User ID/ Mobile Number and the password generated by him/her. After Login, candidate will land on the Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In the next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

**STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable**

Candidates shall be required to upload following documents at the time applying online and are advised to keep the same handy:

SI No	Particulars	Documents to be uploaded	Maximum Size of file/ Type of file
1.	Date of Birth	10 <sup>th</sup> / Matriculation Certificate	2 MB in PDF.
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for each semesters/ years).Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.	2 MB in PDF.
3.	Past Employment Proof	Experience Certificate issued by Employer(s), with clearly indicating date of joining, date of relieving and duties performed in each organization in which candidate has worked.	2 MB in PDF.
4.	Present Employment Proof	Certificate issued by Employer(s), if any, for present employment / Offer of appointment and pay slip of the cut Off Month as present employment proof.	2 MB in PDF.
5.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)]	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2 MB in PDF.
6.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.	2 MB in PDF.
7.	For Differently abled/ PwBD candidates	Medical Certificate in the prescribed format.	2 MB in PDF.
8.	For Candidates having difficulty in writing	Certificate in the prescribed format.	2 MB in PDF.
9.	ExSM Certificate	Proof of ExSM in prescribed format.	2 MB in PDF.
10.	J&K Domiciled between 01.01.1980 to 31.12.1989	Proof of being J&K Domiciled between 01.01.1980 to 31.12.1989	2 MB in PDF.
11.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	2 MB in PDF.
12.	Photograph	Latest Passport size Photo.	2 MB in jpg or jpeg
13.	Signature	Photograph of Signature in digital format.	2 MB in jpg or jpeg.

Only legitimate photographs of individuals and signatures are considered as valid. Uploading images of live/dead of any nature / images of any other personality of any field shall be considered as non-eligible and such applications shall be summarily rejected, with no further communication entertained.

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

**STEP-IV: Preview and Submission of Application**

This is the final submission process and after that candidate cannot change the details once furnished. Therefore, candidates are advised to furnish the details in the portal carefully and check the same before final submission.

### **STEP-V: Payment of Application Fee -**

Make Payment of Application fees as applicable. **The fee can be remitted through any Debit/ Credit Card/ Net Banking/ UPI ID using the online payment gateway facility. Fee once paid will not be refunded under any circumstances.** Failed Transaction amount will be automatically refunded to same A/c which from payment was originally made, within 15 working days.

7. Candidates are advised to download & retain all the below mentioned documents for future reference as they would be asked to produce them for reference at the time of document verification or at any stage of selection process:

S.No.	Documents
(i)	Copy of online Application Form
(ii)	Fee Receipt
(iii)	Admit Card, which will be available when the Exam Date is declared

8. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission to avoid last minute rush.
9. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
10. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/NFL's website in time.
11. Candidates are not required to send any document to NFL through email/post at this stage.

### **b. SHORTLISTING & SELECTION PROCESS**

1. Based on the information in Application Form and documents uploaded by the candidates' during online submission of their Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
2. However, in case of receipt of large number of Applications, NFL reserves a right to conduct a screening test in Delhi - NCR region and/or any other city(ies) of India for the purpose of short-listing candidates for interview. Neither TA will be paid nor would Boarding & Lodging facilities be arranged/reimbursed for appearing in the online test.
3. Modalities of screening Test, in the event it is decided to conduct the same, shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com)→ Careers→ Recruitment in NFL→ Recruitment of Officer (Company Secretariat) in NFL-2024 at an appropriate time.
4. Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview. NFL reserves the right to conduct interview through physical mode/ video conferencing mode at its various Offices/Units.
5. In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
6. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
7. The candidates called for personal interview for the posts at the level of E-5 to E-7 shall be reimbursed single return air fare (economy class)/ 1st class AC rail fare/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The candidates called for personal interview for posts at the level of E-1 to E-4 will be reimbursed to and fro single 2nd AC Class Rail fare (Mail/Express trains, excluding Rajdhani/ Duronto/ Shatabdi)/ Bus fare from the nearest railway station of the correspondence address indicated by the candidates in their online application to the place of interview by the shortest route on production of necessary receipts. No TA is payable to the candidates called for the online examination wherever applicable.

8. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
9. Selected candidates can be posted in any of the Units/Offices of the NFL or its Joint Ventures across India at any point of time at the discretion of Management.

**F. RESERVATION/CONCESSIONS/RELAXATIONS.**

1. Relaxation/Concession for SC/ST/OBC (NCL)/PwBD/Ex-SM categories candidates will be as indicated at Clause No. F.12 to F.16.
2. Category {UR/SC/ST/OBC/PwBD/Ex-SM/EWS} once submitted in Application Form will not be changed and no benefit of other category will be admissible later on.
3. SC/ST/OBC/EWS/PwBD/XSM candidates may be considered under general standards of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
4. For claiming relaxation, the reserved category candidates should upload copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith Online Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should upload a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).
5. Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category on the cutoff date, the candidate shall submit & subsequently produce his latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority. Such certificate should specifically state that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).
6. Candidates belonging to OBC category and falling in creamy layer are not entitled to OBC reservation benefits. Such OBC candidates shall be treated as Un-reserved candidates. Accordingly such candidates may choose to apply for the advertised positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Prescribed reservations for PwBD and/or ExSM/Dependent of those killed or disabled in action will be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Candidates belonging to PwBD category shall be considered only against the identified positions.
8. Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities. It may be noted that definition of the above specified disabilities will be as per "The Rights of Persons with Disabilities Act, 2016".  
Section 2(r) of The Rights of Persons with Disabilities Act, 2016, defines 'person with benchmark disability' as a person duly certified by the certifying authority with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
9. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwBD certificate is available on the NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Officer (Company Secretariat) in NFL-2024 → Docs & Formats. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
10. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

11. In case adequate numbers of SC/ST/PwBD candidates who satisfy the minimum standard are not available to fill up the reserved vacancies, then SC/ST/PwBD candidates may be shortlisted to the extent of shortfall in vacancies by relaxing the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
12. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
13. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
14. "UR" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for PwBD- SC/ST and upto 13 years for PwBD-OBC(NCL) candidates, if considered against reserved vacancies.
15. Upper age is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
16. The maximum age of the applicant, after giving relaxations under Clause No. F.12 to F.15 (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

**G. GENERAL INSTRUCTIONS:**

1. Only Indian Nationals are eligible to apply.
2. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying.
3. While applying, candidates should mention their full name as it appears in Certificate / Marksheet issued by a Board of Secondary Education for passing Matriculation which shall be the only acceptable document in support of proof of age.
4. The age limit, minimum educational qualification, number of years & type of post qualification inline executive work experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
5. In online application form, candidates have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
6. Details once submitted in the application form will be final and request for any change including change in correspondence address/email address/mobile number/ category shall not be entertained.
7. Candidates should possess a valid email ID as the same is mandatorily required to be filled in the application form. Candidates are also advised to keep the email ID active for at least one & a half year from cut-off date. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard shall be entertained.
8. The candidature of all applicants would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste / PwBD/ ExSM etc. Candidates, if shortlisted for personal interview, are required to bring in original all certificates at the time of interview, failing which they may not be allowed to attend the interview.
9. Any notice/revision/clarification/corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Officer (Company Secretariat) in NFL-2024. No further press advertisement will be issued. Hence prospective applicants are advised to visit the above link on NFL website regularly for latest update with regard to this advertisement.
10. The names of candidates called for personal interview will also be displayed only on the above mentioned link on NFL website. Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima-facie found eligible based on the information submitted



in their application will be called for participating in the selection process and will be intimated through electronic mode for personal interview and NFL will not be responsible for any delay or non-delivery of such intimation. Candidates are advised to regularly visit the above mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.

11. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process.
12. Mere admission to the selection process does not imply that NFL is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. The candidature of all applicants would be provisional and subject to subsequent verification of credentials of candidates w.r.t. advertised recruitment specifications, certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in all original certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join.
13. If, at any stage of the recruitment process or subsequently, it is found, that the applicant:
  - i. has provided wrong information or submitted false documents or
  - ii. has suppressed relevant information
  - iii. does not meet the eligibility criteria for this recruitment or
  - iv. has resorted to unfair means during selection process or
  - v. is found guilty of impersonation.
 Application of such candidate will be cancelled/rejected forthwith and the applicant will liable to be disqualified, prosecuted and debarred for all future appointments in NFL. Further, services of such candidate are liable to be terminated at any time, if recruited.
14. Further, NFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever.
15. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at New Delhi only to the exclusion of all other Courts.
16. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
17. In case of any ambiguity/dispute on account of interpretation in versions other than English Language advertised in Newspaper/Employment News/Website, interpretation as per English version displayed in the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) shall prevail.

**IMPORTANT**

The link to the online registration of the application has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in NFL → Recruitment of Officer (Company Secretariat) in NFL-2024.	
Cut – off date for reckoning eligibility for all purposes	<b>30/06/2024</b>
Date of opening of online application portal	<b>12/07/2024</b>
Last date of submission of online application, unless change in date is notified	<b>01/08/2024</b>
Candidates are advised to submit their online application in time to avoid last minute rush.	
Canvassing in any form is liable to render a candidate ineligible.	

**GM (HR-Pers.)**

POST/ LEVEL FOR WHICH CANDIDATE IS APPLYING	CORRESPONDING PAY SCALE BEING OFFERED FOR THE POST BEING APPLIED	NEXT BELOW PAY SCALE IN WHICH POST-QUALIFICATION INLINE WORK- EXPERIENCE IS REQUIRED AS ON CUT-OFF DATE OF RECKONING ELIGIBILITY					
		PAY SCALES IDA PATTERN			EQUIVALENT CDA PATTERN		
		2017 BASED	1997 BASED	2007 BASED	2017 BASED	SCALE WITH GRADE PAY (7TH PC)	SCALE AFTER 01.01.2016
<b>Officer (E-1)</b>	₹40000-140000	₹6550-200- 11350	₹12600- 32500	₹30000- 120000	₹9300 -34800	₹4200	₹35400-112400
<b>Asstt. Manager (E-2)</b>	₹50000-160000	₹8600-250- 14600	₹16400 - 40500	₹40000- 140000	₹9300 - 34800	₹4600	₹44900-142400
<b>Dy. Manager (E-3)</b>	₹60000-180000	₹10750- 300-16750	₹20600 - 46500	₹50000- 160000	₹9300 - 34800	₹4800	₹47600-151100
<b>Manager (E-4)</b>	₹70000-200000	₹13000- 350-18250	₹24900 - 50500	₹60000- 180000	₹9300 - 34800 / ₹15600 - 39100	₹5400	₹53100-167800/ ₹56100-177500
<b>Sr. Manager (E-5)</b>	₹80000-220000	₹14500- 350-18700	₹29100 - 54500	₹70000- 200000	₹15600 - 39100	₹6600	₹67700-208700
<b>Chief Manager/ Sr. CMO (E-6)</b>	₹90000-240000	₹16000- 400-20800	₹32900 - 58000	₹80000- 220000	₹15600 - 39100	₹7600	₹78800-209200
<b>DGM (E-7)</b>	₹100000-260000	₹17500-400- 22300	₹36600 - 62000	₹90000- 240000	₹37400-67000	₹8700	₹123100-215900